

Program A: Management and Finance

Program Authorization: La. Const. Art. IX, Sec. 7; R.S. 36:8, 607

The mission of the Management and Finance Program is to implement sound fiscal and personnel policies and practices; manage contracts and grants; provide central procurement, computer and communication services; provide public information services and perform various other internal services to meet the operational, functional, and administrative needs of the department. In addition to the foregoing typical management and finance services, the Wildlife and Fisheries Management and Finance Program provides two additional and unique services: the program conducts socioeconomic research related to wildlife and fisheries issues; and the program issues various licenses and registrations to the public. The goals of the program are, 1) to improve internal controls and compliance with all legal, financial, and operational requirements, 2) to employ the most sound management, financial, and human resource

RESOURCE ALLOCATION FOR THE PROGRAM

						RECOMMENDED
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$189,519	\$189,519	\$189,519	\$189,519	\$0	(\$189,519)
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	6,929,417	7,415,184	7,415,184	7,883,037	8,263,882	848,698
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	556,159	1,163,291	1,242,041	1,163,291	1,163,291	(78,750)
TOTAL MEANS OF FINANCING	<u><u>\$7,675,095</u></u>	<u><u>\$8,767,994</u></u>	<u><u>\$8,846,744</u></u>	<u><u>\$9,235,847</u></u>	<u><u>\$9,427,173</u></u>	<u><u>\$580,429</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$2,538,340	\$2,590,130	\$2,658,582	\$2,756,859	\$2,748,330	\$89,748
Other Compensation	131,092	84,889	114,662	114,662	114,662	0
Related Benefits	740,703	723,038	780,351	953,548	906,649	126,298
Total Operating Expenses	3,555,482	4,083,784	3,954,154	4,007,692	4,184,884	230,730
Professional Services	6,102	640	640	640	640	0
Total Other Charges	627,337	1,170,220	1,238,141	1,191,916	1,325,365	87,224
Total Acq. & Major Repairs	76,039	115,293	100,214	210,530	146,643	46,429
TOTAL EXPENDITURES AND REQUEST	<u><u>\$7,675,095</u></u>	<u><u>\$8,767,994</u></u>	<u><u>\$8,846,744</u></u>	<u><u>\$9,235,847</u></u>	<u><u>\$9,427,173</u></u>	<u><u>\$580,429</u></u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	78	76	76	77	77	1
Unclassified	2	3	3	2	2	(1)
TOTAL	<u><u>80</u></u>	<u><u>79</u></u>	<u><u>79</u></u>	<u><u>79</u></u>	<u><u>79</u></u>	<u><u>0</u></u>

SOURCE OF FUNDING

This program is funded with State General Fund, Statutory Dedications and Federal Funds. Statutory Dedications are derived from severance taxes, royalties on land and minerals, leases, etc. and distributed into the Conservation Fund created by Act 127 of 1912, the Marsh Island Operating Fund created by Act 62 of 1971, the Department provided by this office. (Per R.S. 39:36B. (8), see table below for a listing of expenditures out of each statutory dedication fund.) The Federal Funds are derived from the National Marine Fisheries, U.S. Fish and Wildlife Service, Clean Vessel Act. These funds are used for the overall management and support services of the Department, as well as research and other federal projects.

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Conservation Fund	\$6,876,516	\$7,306,959	\$7,306,959	\$7,774,812	\$8,155,657	\$848,698
Louisiana Duck License, Stamp and Print Fund	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$0
Marsh Island Operating Fund	\$6,323	\$26,042	\$26,042	\$26,042	\$26,042	\$0
Rockefeller Wildlife Refuge & Game Preserve Fund	\$9,862	\$45,467	\$45,467	\$45,467	\$45,467	\$0
Seafood Promotion and Marketing Fund	\$25,716	\$25,716	\$25,716	\$25,716	\$25,716	\$0

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$189,519	\$8,767,994	79	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$78,750	0	Carryforward BA-7 for a multi-year contract with the City of Monroe for the installation and operation of a pump-out station
\$189,519	\$8,846,744	79	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$52,279	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$53,487	0	Classified State Employees Merit Increases for FY 2003-2004
\$0	\$24,940	0	Risk Management Adjustment
\$0	\$210,530	0	Acquisitions & Major Repairs
\$0	(\$100,214)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$78,750)	0	Non-Recurring Carry Forwards
\$0	\$8,304	0	Legislative Auditor Fees
\$0	(\$719)	0	UPS Fees
\$0	(\$60,809)	0	Attrition Adjustment
\$0	(\$29,264)	0	Salary Funding from Other Line Items
\$0	\$37,202	0	Group Insurance Adjustment
\$0	(\$118)	0	Civil Service Fees
\$0	\$64,200	0	Other Annualizations - Annualization of a BA-7 approved in January by JLCB for the Lockbox and E-Mail
\$0	\$19,544	0	Other Adjustments - Provides funding for increased rent cost in the New Orleans office
\$0	\$9,500	0	Other Adjustments - Civil Service Training Series for the Revenue Analyst One positions
\$0	\$176,250	0	Other Adjustments - Provides funding for a Turn-Key System for commercial license and boat registration transactions. This replaces a 20 year old system and will allow for payment to be made via a credit card.
\$0	\$60,500	0	Other Adjustments - Civil Service Pay Grid for Licensing agents and Economists
\$0	\$175,633	0	Other Adjustments - Fully fund the Administrative Law Judges
\$0	\$67	0	Other Adjustments - Fully fund CPTP
\$0	(\$42,133)	0	Other Technical Adjustments - transfer Civil Service, CPTP, etc., to the Secretary's Office to properly reflect the budget
(\$189,519)	\$0	0	Net Means Of Financing Substitutions - Substitute Conservation Funds for State General Fund for Administrative Law Judges
\$0	\$9,427,173	79	TOTAL RECOMMENDED

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$9,427,173	79	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$9,427,173	79	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$640 Willard, Brian, Babin & William Norfolk - legal services

\$640 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$175,000	Gulf States Marine Fisheries Commission - Trip Tickets
\$22,500	Marina Beau Chene Association - CFMS # 573193 - pump out station
\$123,027	Various contracts with individuals to participate in the fishing trip log book
\$277,779	To be announced - Clean Vessel - Pump Out Stations

\$598,306 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$56,369	Legislative Auditor
\$9,714	Civil Service - personnel services
\$953	Civil Service - Comprehensive Public Training Program (CPTP)
\$30,152	State Treasury
\$36,095	Division of Administration - Uniform Payroll System (UPS) expenses
\$479,635	Division of Administrative Law
\$91,362	Risk Management
\$6,079	State Printing
\$16,700	State Mail Operations

\$727,059 SUB-TOTAL INTERAGENCY TRANSFERS

\$1,325,365 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$146,643 Replacement of 10 year old mainframe line printer, optical juke boxes, web servers, computers, printers, office furniture, fax machine, file cabinets, desk, chairs, modular furniture, audio/recording unit, scanner, and 1 vehicle.

\$146,643 TOTAL ACQUISITIONS AND MAJOR REPAIRS